

Summary of Nuclear Safety Training Program
December 11, 2001
Draft

Mission Statement

The Department of Health, Division of Radiation Protection, and Nuclear Safety Section will provide quality training to all staff that actively participates in emergency response and preparedness for the State of Washington

Summary: The Nuclear Safety training program is currently undergoing a significant transition that will address concerns identified in an internal audit in January 2001. The following is a detailed description of the training program currently being developed. The training program is in the initial implementation stage and final implementation will be completed by September 21, 2002.

Purpose of a training program: The Nuclear Safety Section is responsible for administering the Radiological Emergency Preparedness (REP) program for the Columbia Generating Station. This training program ensures that the State has qualified and trained staff ready to respond to a radiological emergency.

The Training Program consists of:

- A roster of trained and qualified staff
- Training curriculum
- Qualification procedure
- A tracking and reporting system (database)

Qualified and Trained Staff Roster

The roster will include the name of qualified staff for each position operated by The Department during an emergency, including the laboratory. The rosters are updated quarterly. The term "Qualified Staff" is defined as having all required training up to date and a complete qualification checklist signed off by the program manager.

Training Curriculum

The training curriculum is a trainer-based program with three components to the curriculum:

1. The training program begins with the trainer assigning computer-based training modules. Each position has a schedule on the qualification checklist of what modules must be completed for each position. Typically each position will complete an overview module, center module and position module.
2. Hands on training experience. This training will include practical job application duties. An example of this type of training is for field team members to practice taking air samples during instruction.
3. Internal evaluation. This means that each staff person must be internally evaluated while participating in a specific job during a drill.

Trainer Computer-Based Training Program Detailed Description

The **Overview module** gives an outline of our emergency response operations as they are conducted within the Division of Radiation Protection. The overview will show how the Nuclear Safety Section operates to prepare, plan and train staff for emergencies and how it provides the structure for responding in an actual emergency.

Facility Operations Center modules will give detailed information on how each center operates, the command structure, the roles and responsibilities and how each center communicates with the other centers. The following centers are:

EOC
EOF
Field Operations
EWAC
JIC
Lab
ERDO Initial Responder

Specific Position modules are the individual training positions at each center. These modules are intended to give the trainee a comprehensive understanding of the position. The Specific Position modules will cover the roles and responsibilities of each position, the chain of command and expectations.

Twenty-two positions have been identified. To initialize this training program, certain positions may be prioritized for a first round of qualification for the first year. As described below, it maybe necessary to "grandfather" certain positions.

Components of specific importance will be embedded into each qualification checklist and tracked. This allows an appropriate component to be updated and the position to be trained and qualified on this update without having to go through the whole package.

For example, one component is Derived Intervention Levels. If this is changed at the mid-point of a training cycle, the training program can identify the staff affected and issue a memo informing the staff of the change. This memo can be returned with signature to provide an auditable trail that the position was re-trained on this component.

Qualification Procedure and Tracking System

Each emergency responder must successfully complete the qualification checklist for their specific position. As described earlier each qualification checklist consists of prescribed training, a practical exercise, and a written test. As each element of the qualification checklist is passed, it will be tracked in a computer database.

Training will be tracked through class participation signature sheets. The completion of each element will be recorded in a computer database. The database will have a table for the roster of all eligible staff, a list of training modules, a list of training components, and the list of training received by each staff person. It will generate reports to show:

- Each training module and when it was last updated
- A list of staff qualified to fill the roles of emergency response
- A reminder to staff that they need to update their training qualification
- A list for each individual staff member of the training they received and the date they qualified.

Positions played in drills will be tracked and may be used to initiate a set of qualified players by "grand-fathering" those with qualifying levels of experience. Other training received by DRP staff will be recorded in the database. Archives will be set up for employees who have left and for training over a certain number of years old.

The current Qualified Staff List is based on participation in the 2000 CGS exercise, previous training and general knowledge and experience. This qualified list is updated annually. The intent is to reevaluate the current qualified list and possibly grandfather the current qualified staff.

This training program has clearly defined checkpoints to assure an audit trail can be maintained. A list of qualified staff for the necessary positions will be printed quarterly and sent to the Division Director and the Program Manager. Staff will be notified when they need to retrain and requalify.

A training administrator will be assigned to maintain Nuclear Safety position specific training records and an up to date qualification list. Along with hard copy papers, an electronic database will be used to maintain the training information and to help management and training personnel track when responders need to be trained in order to be kept on the qualification list. The administrator will assure an accurate qualification list is maintained and updated on a quarterly basis to help decision makers fill the needed positions in the event of an emergency.